

CHAPTER Elec 300 LICENSING REQUIREMENTS

PART Elec 301 APPLICATION PROCEDURE

Elec 301.01 Forms.

(a) Whenever a person is required to complete a form, the following shall apply:

- (1) Forms shall be filled out completely; and
- (2) Forms shall be typewritten or completed in a legible manner.

Elec 301.02 Incomplete Form.

(a) All forms shall be reviewed by the board in accordance with RSA 541-A:29.

(b) The submitting party shall be notified of any apparent errors or omissions and allowed to resubmit the form to the board.

Elec 301.03 Failure to Comply with Statute or Rule.

(a) In the event an applicant fails to comply with an applicable statute or rule, the application shall not be processed.

(b) The applicant shall be notified of the reason(s) for the rejection.

Elec 301.04 Application Forms.

(a) Each applicant for a corporation/partnership, master, journeyman or high/medium voltage electrician license or apprentice or high/medium voltage trainee identification card shall make application on forms supplied by the board.

(b) Application forms may be obtained from the electricians' board, NH Joint Board, 121 South Fruit Street, Concord, NH 03301, or electronically at <http://www.nh.gov/jtboard/elecforms.htm>.

(c) Completed application forms shall be mailed to the electricians' board, NH Joint Board, 121 South Fruit Street, Concord, NH 03301, or submitted in person to the address listed in (b) above.

(d) Each corporation or partnership applicant shall furnish the following on the prescribed form:

- (1) Name, address, telephone number and e-mail address of the corporation or partnership;
- (2) Corporation type, whether electrical or high medium voltage;
- (3) Information pertaining to the person directly in charge of the electrical business affairs of the corporation or partnership, including:
 - a. Name, address, telephone number and title;
 - b. Duties;
 - c. License number of master or high/medium voltage electrician; and
 - d. Status as full-time or part-time and average hours per week;
- (4) Signature of the president or director of the corporation or the other partner in the partnership under the penalty of unsworn falsification and date signed;

(5) Signature of the master or high/medium voltage electrician directly in charge of the electrical business affairs of the corporation or partnership under the penalty of unsworn falsification and date signed; and

(6) Certificate of good standing from the NH secretary of state's office for the corporation or partnership.

(e) Each master or journeyman applicant shall furnish the following on the prescribed form:

(1) Name, address and telephone number;

(2) E-mail address;

(3) Date of birth;

(4) Information pertaining to the electrical employers used for verification of on-the-job training in (8) below, including:

a. Name(s) and address(es);

b. Dates of employment; and

c. Nature of employer's business;

(5) A description of the duties as an employee pertaining to the electrical installations and date employment started;

(6) Names and addresses of 3 references of persons unrelated to the applicant who have knowledge of the applicant's professional character;

(7) Whether the applicant has any felony criminal convictions that have not been annulled by the court and if so:

a. Date of conviction;

b. Nature of the offense;

c. The penalty imposed by the court, including any terms of probation; and

d. Any continuing court requirements;

(8) Whether the applicant's electrician license has been suspended, revoked or sanctioned in any jurisdiction and if so:

a. Name and location of the particular administrative licensing agency;

b. An explanation of the circumstances;

c. Date of administrative licensing agency's action or loss of electrician license; and

d. Reason for the administrative licensing agency's action, including whether it was a result of settlement;

(9) Show a minimum total of 8000 hours of on-the-job training for journeyman and an additional 2000 hours for master with a certification for each place of employment in the electrical trade, including:

a. Dates of employment;

- b. Type of work performed; and
 - c. Signature of a licensed electrician;
- (10) High school and higher education, including:
- a. Name and location of school;
 - b. Date of high school graduation;
 - c. Courses and certificates obtained;
 - d. Major and degree awarded, if applicable; and
 - e. Dates attended;
- (11) Photograph of the applicant taken no more than 6 months prior to the date of the application;
- (12) The applicant's social security number required pursuant to RSA 161-B:11, VI-a; and
- (13) Applicant's signature under the penalty of unsworn falsification and date signed.
- (f) Each high/medium voltage electrician applicant shall furnish the following on the prescribed form:
- (1) Name, address and telephone number;
 - (2) Date of birth;
 - (3) E-mail address;
 - (4) Information pertaining to the high/medium voltage employers used for verification of on-the-job training, including:
 - a. Name(s) and address(es);
 - b. Dates of employment; and
 - c. Nature of employment;
 - (5) A description of the duties as an employee pertaining to the electrical installations and date employment started;
 - (6) Names and addresses of 3 references of persons unrelated to the applicant, who have knowledge of the applicant's professional character;
 - (7) Whether the applicant has any felony criminal convictions that have not been annulled by the court and if so:
 - a. Date of conviction;
 - b. Nature of the offense;
 - c. The penalty imposed by the court, including any terms of probation; and
 - d. Any continuing court requirements;
 - (8) Whether the applicant's electrician license has been suspended, revoked or sanctioned in any jurisdiction and if so:

- a. Name and location of the particular administrative licensing agency;
- b. An explanation of the circumstances;
- c. Date of administrative licensing agency's action or loss of electrician license; and
- d. Reason for the administrative licensing agency's action, including whether it was a result of settlement;

(9) High school and higher education, including:

- a. Name and location of school;
- b. Date of high school graduation;
- c. Courses and certificates obtained;
- d. Major and degree awarded, if applicable; and
- e. Dates attended;

(10) Photograph of the applicant taken no more than 6 months prior to the date of the application;

(11) Certification showing proof of:

- a. Completion of a state, federal or employer certification program approved by the board pursuant to Elec 306; and
- b. Signature of licensed master or high medium voltage electrician;

(12) The applicant's social security number required pursuant to RSA 161-B:11, VI-a; and

(13) Applicant's signature under the penalty of unsworn falsification and date signed.

(g) Each apprentice applicant shall furnish the following on the prescribed form:

- (1) Name, address and telephone number;
- (2) Date of birth;
- (3) E-mail address;
- (4) Name and address of current employer, nature of employer's business, and date employment started;
- (5) Name and address of most recent former electrical employer;
- (6) Names and addresses of 3 references of persons unrelated to the applicant who have knowledge of the applicant's professional character;
- (7) Whether the applicant has any felony criminal convictions that have not been annulled by the court and if so:
 - a. Date of conviction;
 - b. Nature of the offense;
 - c. The penalty imposed by the court, including any terms of probation; and

- d. Any continuing court requirements;
- (8) Whether the applicant's right of apprenticeship has been suspended, revoked or sanctioned in any jurisdiction and if so:
- a. Name and location of the particular administrative agency;
 - b. An explanation of the circumstances;
 - c. Date of administrative agency's action; and
 - d. Reason for the administrative agency's action, including whether it was a result of settlement;
- (9) High school and higher education, including:
- a. Name and location of school;
 - b. Date of high school graduation;
 - c. Courses and certificates obtained;
 - d. Major and degree awarded, if applicable; and
 - e. Dates attended;
- (10) Photograph of the applicant taken no more than 6 months prior to the date of the application;
- (11) If the applicant has been licensed as an electrician in another state, the name of that state;
- (12) Signature of supervising master electrician and his/her master electrician's license number;
- (13) The applicant's social security number required pursuant to RSA 161-B:11, VI-a; and
- (14) Applicant's signature under the penalty of unsworn falsification and date signed.
- (h) Each high/medium voltage trainee applicant shall furnish the following on the prescribed form:
- (1) Name, address and telephone number;
 - (2) Date of birth;
 - (3) E-mail address;
 - (4) Name and address of current employer, nature of employer's business, and date employment started;
 - (5) Name and address of most recent former employer;
 - (6) Names and addresses of 3 references of persons unrelated to the applicant who have knowledge of the applicant's professional character;
 - (7) Whether the applicant has any felony criminal convictions that have not been annulled by the court and if so:
 - a. Date of conviction;
 - b. Nature of the offense;

- c. The penalty imposed by the court, including any terms of probation; and
 - d. Any continuing court requirements;
- (8) Whether the applicant's right to train as a high/medium voltage electrician has been suspended, revoked or sanctioned in any jurisdiction and if so:
- a. Name and location of the particular administrative agency;
 - b. An explanation of the circumstances;
 - c. Date of administrative agency's action or loss of electrician license; and
 - d. Reason for the administrative agency's action, including whether it was a result of settlement;
- (9) High school and higher education, including:
- a. Name and location of school;
 - b. Date of high school graduation;
 - c. Courses and certificates obtained;
 - d. Major and degree awarded, if applicable; and
 - e. Dates attended;
- (10) Photograph of the applicant taken no more than 6 months prior to the date of the application;
- (11) If the applicant has been licensed as a high/medium voltage electrician in another state, the name of that state;
- (12) Signature of supervising high/medium voltage or master electrician and his/her high/medium voltage or master electrician's license number;
- (13) The applicant's social security number required pursuant to RSA 161-B:11, VI-a; and
- (14) Applicant's signature under the penalty of unsworn falsification and date signed.

(i) Pursuant to RSA 319-C:6-b, a fee of \$50.00 shall be submitted along with each initial application set forth in this section. Once an application is accepted by the board, no refund shall be granted. Apprentice electricians pursuant to Elec 303.02 and high/medium voltage trainees pursuant to Elec 303.04 shall not be charged an application fee.

PART Elec 302 APPROVAL PROCESS

Elec 302.01 Approval of Corporation or Partnership.

- (a) A corporate or partnership license shall be issued when the applicant:
- (1) Submits a completed application, along with the appropriate fee, pursuant to Elec 301.04(d) and (i);
 - (2) Meets the qualification requirements of Elec 303; and
 - (3) Submits a certificate of good standing from the NH secretary of state's office for the corporation or partnership.

(b) A corporation shall include limited liability companies. A partnership shall include limited liability partnerships and limited partnerships.

(c) All corporations and partnerships shall be registered with the NH secretary of state's office, including foreign corporations and partnerships doing business in NH.

(d) All corporations and partnerships performing electrical installations or high/medium voltage power distribution installations in which the master or high/medium voltage electrician, directly in charge of all aspects of the electrical installations, has a controlling interest, may be licensed as a corporation or partnership pursuant to RSA 319-C:10. All other corporations or partnerships doing electrical installations shall be licensed pursuant to RSA 319-C:10.

(e) Each corporation or partnership performing electrical installations shall have a currently licensed NH master electrician directly in charge of all aspects of its electrical installations.

(f) Each corporation or partnership performing high/medium voltage electrical installations shall have a currently licensed NH master or high/medium voltage electrician directly in charge of all aspects of its high/medium voltage electrical installations.

(g) The board shall issue a corporation/partnership identification card and license to the NH master electrician who is directly in charge of a corporation or partnership's electrical business affairs or the NH master or high/medium voltage electrician who is directly in charge of a corporation or partnership's high/medium voltage electrical business affairs.

(h) An applicant who has been denied a corporation or partnership license shall be provided an opportunity for an administrative hearing before the board in accordance with the requirements of Elec 207.

(i) The initial fee for a corporation or partnership license shall be \$125.00.

Elec 302.02 Approval of Master Electrician.

(a) A master electrician license shall be issued when the applicant:

- (1) Submits a completed application, along with the appropriate fee, pursuant to Elec 301.04(e) and (i);
- (2) Meets the qualification requirements of Elec 303.01;
- (3) Meets the examination requirements of Elec 304, as applicable;
- (4) Has no disqualifying felony convictions pursuant to Elec 301.04(e)(7); and
- (5) Has not had his/her electrician's license suspended, revoked or sanctioned in any jurisdiction pursuant to Elec 301.04(e)(8).

(b) For the purposes of (a)(4) above, a felony conviction shall be considered disqualifying if:

- (1) The date of conviction is 10 years old or less; and
- (2) One of the following applies:
 - a. The conviction involves theft, forgery, fraud or other purpose to deprive the property of another; or
 - b. The conviction involves perjury, unsworn falsification or other falsification of official matters; or

c. The conviction has a direct bearing on the applicant's ability to be licensed as an electrician.

(c) An applicant who has been denied a master electrician license shall be provided an opportunity for an administrative hearing before the board in accordance with the requirements of Elec 207.

(d) The initial fee for a master electrician license shall be \$90.00 for each year or portion of a year remaining of the 3-year license period.

Elec 302.03 Approval of Journeyman Electrician.

(a) A journeyman electrician license shall be issued when the applicant:

- (1) Submits a completed application, along with the appropriate fee, pursuant to Elec 301.04(e) and (i);
- (2) Meets the qualification requirements of Elec 303.01;
- (3) Meets the examination requirements of Elec 304, as applicable;
- (4) Has no disqualifying felony convictions pursuant to Elec 301.04(e)(7); and
- (5) Has not had his/her electrician's license suspended, revoked or sanctioned in any jurisdiction pursuant to Elec 301.04(e)(8).

(b) For the purposes of (a)(4) above, a felony conviction shall be considered disqualifying if:

- (1) The date of conviction is 10 years old or less; and
- (2) One of the following applies:
 - a. The conviction involves theft, forgery, fraud or other purpose to deprive the property of another; or
 - b. The conviction involves perjury, unsworn falsification or other falsification of official matters; or
 - c. The conviction has a direct bearing on the applicant's ability to be licensed as an electrician.

(c) An applicant who has been denied a journeyman electrician license shall be provided an opportunity for an administrative hearing before the board in accordance with the requirements of Elec 207.

(d) The initial fee for a journeyman electrician license shall be \$50.00 for each year or portion of a year remaining of the 3-year license period.

Elec 302.04 Approval of High/Medium Voltage Electrician.

(a) A high/medium voltage electrician license shall be issued when the applicant:

- (1) Submits a completed application, along with the appropriate fee, pursuant to Elec 301.04(f) and (i);
- (2) Meets the qualification requirements of Elec 303.03;
- (3) Has no disqualifying felony convictions pursuant to Elec 301.04(f)(7); and
- (4) Has not had his/her electrician's license suspended, revoked or sanctioned in any jurisdiction pursuant to Elec 301.04(f)(8).

(b) For the purposes of (a)(3) above, a felony conviction shall be considered disqualifying if:

(1) The date of conviction is 10 years old or less; and

(2) One of the following applies:

- a. The conviction involves theft, forgery, fraud or other purpose to deprive the property of another; or
- b. The conviction involves perjury, unsworn falsification or other falsification of official matters; or
- c. The conviction has a direct bearing on the applicant's ability to be licensed as an electrician.

(c) An applicant who has been denied a high/medium voltage electrician license shall be provided an opportunity for an administrative hearing before the board in accordance with the requirements of Elec 207.

(d) The initial fee for a high/medium voltage electrician license shall be \$90.00 for each year or portion of a year remaining of the 3-year license period.

Elec 302.05 Approval of Apprentice.

(a) An apprentice identification card shall be issued when the applicant:

- (1) Submits a completed application, along with the appropriate fee, pursuant to Elec 301.04(g);
- (2) Meets the qualification requirements of Elec 303.02;
- (3) Has no disqualifying felony convictions pursuant to Elec 301.04(g)(7); and
- (4) Has not had his/her rights of apprenticeship suspended, revoked or sanctioned in any jurisdiction pursuant to Elec 301.04(g)(8).

(b) For the purposes of (a)(3) above, a felony conviction shall be considered disqualifying if:

(1) The date of conviction is 10 years old or less; and

(2) One of the following applies:

- a. The conviction involves theft, forgery, fraud or other purpose to deprive the property of another; or
- b. The conviction involves perjury, unsworn falsification or other falsification of official matters; or
- c. The conviction has a direct bearing on the applicant's ability to be an apprentice.

(c) An applicant who has been denied an apprentice identification card shall be provided an opportunity for an administrative hearing before the board in accordance with the requirements of Elec 207.

(d) The initial fee for an apprentice shall be \$30.00.

Elec 302.06 Approval of High/Medium Voltage Trainee.

- (a) A high/medium voltage trainee identification card shall be issued when the applicant:
 - (1) Submits a completed application, along with the appropriate fee, pursuant to Elec 301.04(h);
 - (2) Meets the qualification requirements of Elec 303.04;
 - (3) Has no disqualifying felony convictions pursuant to Elec 301.04(h)(7); and
 - (4) Has not had his/her electrician's license or right to train as a high/medium voltage electrician suspended, revoked or sanctioned in any jurisdiction pursuant to Elec 301.04(h)(8).
- (b) For the purposes of (a)(3) above, a felony conviction shall be considered disqualifying if:
 - (1) The date of conviction is 10 years old or less; and
 - (2) One of the following applies:
 - a. The conviction involves theft, forgery, fraud or other purpose to deprive the property of another; or
 - b. The conviction involves perjury, unsworn falsification or other falsification of official matters; or
 - c. The conviction has a direct bearing on the applicant's ability to be licensed as an electrician.
- (c) An applicant who has been denied a high/medium voltage trainee identification card shall be provided an opportunity for an administrative hearing before the board in accordance with the requirements of Elec 207.
- (d) The initial fee for a high/medium voltage trainee identification card shall be \$30.00.

PART Elec 303 QUALIFICATIONS

Elec 303.01 Journeyman and Master Electrician Qualifications.

- (a) For the purposes of this part, "practical experience" means time accumulated while performing electrical installations in a classroom setting or in the field as part of a course curriculum in a school that meets the criteria of Elec 303.01 (d).
- (b) For the purposes of this part, "field experience" means time accumulated while performing electrical installations in the field under the direction of a master electrician. The term does not include time accumulated in a classroom setting or in the field as part of a course curriculum.
- (c) Each applicant for a license as a journeyman electrician as defined in RSA 319-C:2, IV, shall:
 - (1) Obtain 8000 hours practical or field experience as an apprentice to a journeyman or master electrician licensed by the board; and
 - (2) At least one of the following:
 - a. Obtain 600 hours of electrical schooling, including a minimum of 24 hours on electrical safety, either:
 - 1. Accomplished in blocks of 150 hours per year, including a minimum of 6 hours on electrical safety; or
 - 2. By having an associate or higher degree in an electrical curriculum;

- b. Have 10 years of experience as a journeyman or master electrician licensed in another jurisdiction; or
- c. Have previously taken the journeyman or master exam in NH.

(d) The board shall, with documentation specifying hours by certificate, transcript or official letter from the attending school, give credit for the documented amount of practical experience, not to exceed 2000 hours, towards the practical experience requirement for completion of prescribed courses in electrical installations at the following schools:

- (1) All N.H. community technical colleges;
- (2) N.H. Technical Institute, Concord;
- (3) National Joint Apprenticeship Schools run by the International Brotherhood of Electrical Workers and the National Electrical Contractors' Association;
- (4) Vocational training schools approved by the NH board of education; and
- (5) Any out-of-state school approved by a regional or national accrediting agency that is recognized by the United States Department of Education.

(e) Field experience may be accumulated by any student working part-time for a master electrician during his/her full-time post secondary education.

(f) Any student pursuant to (e) above, shall provide proof of field experience as follows:

- (1) Dates of employment;
- (2) Type of work performed; and
- (3) Signature of the master electrician.

(g) Time credited towards practical and field experience pursuant to (d) and (e) above, shall not be accumulated concurrently.

(h) Each applicant for a license as a master electrician as defined in RSA 319-C:2, V, shall pass the journeyman examination and obtain 2000 hours of field experience as a journeyman in performing electrical installations as defined in RSA 319-C:2, III, prior to being allowed to take the master examination.

Elec 303.02 Apprentice Qualifications.

(a) Each apprentice electrician shall be employed by a master electrician or other employer who is not in the primary business of performing electrical installations but who also employs a NH master electrician from whom the apprentice electrician receives direction and supervision. Each apprentice electrician shall obtain an identification card issued by the board. The apprentice electrician identification card shall be valid for a period of 12 months.

(b) Each apprentice applicant shall submit a copy of his/her high school diploma or a certificate of high school equivalent.

(c) The diploma requirement set forth in (b) above, shall be waived if the applicant is a registered student in a youth apprenticeship program for high school students recognized and approved by the board as follows:

- (1) Students enrolled in an approved vocational electrical program shall be registered with the board;

- (2) Teachers in an approved vocational electrical program shall be currently licensed as a NH electrician, pursuant to RSA 319-C:3, IX-a;
 - (3) Students shall be issued an apprentice identification card and provided the opportunity to receive credit for a maximum of 150 hours of related classroom hours during the 2- year school program period;
 - (4) Students shall be provided the opportunity to accumulate up to 500 credit hours of practical experience;
 - (5) The sponsor/master shall record all accumulated schooling and practical experience during the instructional program;
 - (6) The secondary education vocational center shall serve the student apprentice as the initial sponsor/master;
 - (7) Field experience, not to exceed 1500 hours, shall be accumulated if a student apprentice is employed with a second sponsor/master;
 - (8) Any sponsor/master participating in the program shall not employ more than 10% of the students from any single school electrical program unless other employers are not available;
 - (9) A school craft or advisory committee, that meets the following requirements, shall be assigned to oversee the electrical program:
 - a. At least one member shall be a master electrician, assuming the master electrician responsibilities, to oversee the development of the electrical apprentice;
 - b. The designated master electrician shall be nominated to serve on the craft committee by the board, pursuant to RSA 319-C:3, IX-a; and
 - c. The master shall provide program progress reports before the school year begins, at the mid-year break and at the end of the school year;
 - (10) Upon successful completion of the 2-year program and graduation from high school, student apprentices shall be credited with 150 hours of related instruction;
 - (11) Credit shall be given for all accumulated field experience, accompanied by certifications of completed field experience authenticated by the supervising master electrician; and
 - (12) If a student chooses to be employed part time by a sponsor/master, as set forth in (7) above, no credit shall be given for accumulated field experience exceeding an additional 1500 hours before high school graduation.
- (d) Apprentices shall satisfactorily complete a course of study of electrical schooling in an approved school, during each 12 month period pursuant to Elec 303.01 or Elec 403.02(a).
- (e) Upon receipt of a certificate, transcript or official letter of enrollment in or completion of electrical schooling, as set forth in (d) above, an identification card shall be issued for an additional 12 months.
- Elec 303.03 High/Medium Voltage Electrician Qualifications. Each applicant for a license as a high/medium voltage electrician shall have certification showing completion of a state, federal or employer certification program approved by the board pursuant to Elec 306.
- Elec 303.04 High/Medium Voltage Trainee Qualifications.
- (a) Each high/medium voltage trainee shall:

- (1) Be employed by a high/medium voltage or master electrician; and
- (2) Obtain an identification card issued by the board, which shall be valid for a period of 12 months.

PART Elec 304 EXAMINATIONS

Elec 304.01 Format and Subject Matter.

(a) All questions on the National Electrical Code shall be based upon the 2011 National Electrical Code, copyrighted by the National Fire Protection Association, NFPA-70-2011.

(b) The journeyman examination shall consist of 110 questions, as follows:

- (1) 50 questions based upon the National Electrical Code as described in (a) above;
- (2) 50 questions based upon practical electrical installations as defined in RSA 319-C:2, III; and
- (3) 10 questions based upon RSA 319-C and the administrative rules.

(c) The master examination shall consist of 125 questions, as follows:

- (1) 50 questions based upon the National Electrical Code as described in (a) above;
- (2) 50 questions based upon practical electrical installations as defined in RSA 319-C:2, III; and
- (3) 25 questions based upon RSA 319-C and the administrative rules.

(d) Practical questions shall be based upon the American Electricians Handbook published by McGraw-Hill, current edition.

(e) The relicensing examination shall consist of 20 questions based upon the National Electrical Code as described in (a) above.

Elec 304.02 Passing Grade. Applicants shall receive a score of 70% to achieve a passing grade on the licensing examination.

Elec 304.03 Date and Notification.

(a) The master and journeyman examinations shall be held as follows:

- (1) By appointment with a testing entity; or
- (2) On a date determined by the board, at the electricians' board office.

(b) The relicensing examination shall be held, by appointment, at the electricians' board office.

(c) Each applicant shall be notified of the date, time and location of any examination, by mail, to the address listed on the application.

Elec 304.04 Examination Fees and Refunds.

(a) Examination fees, for examinations held by the board, shall be imposed as follows:

- (1) \$50.00 for a journeyman or master examination; and
- (2) \$25.00 for a relicensing examination.

(b) All fees received by the board shall be deposited with the treasurer, state of NH.

(c) No refunds of examination fees shall be granted.

Elec 304.05 Destruction of Examinations. All examinations shall be destroyed 60 days after the date of the examination, provided there is no pending appeal. In the event of an appeal, the examination shall be destroyed after resolution.

Elec 304.06 Approval of Testing Entity.

(a) Each entity seeking approval of its testing program shall mail the following items in Elec 304.06 (b) to the:

Electricians' Board
NH Joint Board,
121 South Fruit Street,
Concord, NH 03301.

(b) Each entity seeking approval shall submit the following to the board:

(1) A short statement of the license(s) for which the entity requests the evaluation of its testing program;

(2) The testing administrative procedure and the amount of the fees;

(3) Documentation showing standards of examination integrity, including:

a. Validation of the tests by the testing entity to ensure reliability with current industry standards, to be done periodically but no less than every 2 years; and

b. The manner and method by which the security of the tests is maintained, both electronically and by hard copy; and

(4) Documentation of adequate proctoring of the tests, including:

a. Administration of the tests to only those candidates who meet all prerequisites of the particular test being administered, including approval from the board;

b. The monitoring of the registration process;

c. Proof of positive identification from the candidates, by means of a government-issued photo identification;

d. Adequate and comfortable testing environment, including temperature, light and seating arrangements;

e. The prevention of the use of electronic devices and other reference material that is not authorized by the board, except a non-programmable or non-electrical programmed calculator, if the test requires mathematical calculations;

f. Administration of the test to ensure that candidates cannot readily view the tests of other candidates; and

g. Alternate proctoring methods, such as the use of oral examinations, having the same integrity as other tests.

(c) Upon receipt of the information in (a) above, the board shall schedule a time for the entity to provide a presentation of its testing program to the board.

(d) The board shall approve the testing entity, upon the determination that the testing entity meets or exceeds the standards set forth in these rules.

PART Elec 305 ADDITIONAL FEES.

Elec 305.01 Certified Copy of License. The fee for a certified copy or statement of a license shall be \$10.00 per copy or statement.

Elec 305.02 Replacement Fee. The fee for a replacement of a license or identification card shall be \$10.00 each.

Elec 305.03 Copy Fees for Videos and Digital Photographs.

(a) The fee for a VHS video copy shall be \$50.00.

(b) The fee for digital photographs on CD shall be \$15.00.

PART Elec 306 CRITERIA FOR APPROVAL OF TRAINING PROGRAMS

Elec 306.01 Training Program Approval

(a) Applicants for approval of training programs shall submit the following to the board:

(1) A statement of the certification for which the entity wants its training program to be evaluated;

(2) The training program's curriculum;

(3) A copy of the training program's educational materials;

(4) A statement demonstrating:

a. The integrity and proctoring of exams; and

b. The educational subject matter incorporated in the exams; and

(5) A copy of a sample certificate of each certificate for which the entity is seeking approval.

(b) Applicants for approval of training programs shall submit documentation to the board substantiating the following:

(1) How the program curriculum reflects current practice standards;

(2) The organization of the curriculum including:

a. The content of each of the courses;

b. The goals and objectives of each of the courses;

c. The total number of hours of classroom instruction;

d. Credentials of the instructor(s) including electrician license number;

e. Expected student outcomes;

- f. Curricular organization;
- g. Course and unit objectives; and
- h. The processes used to evaluate the progress of the students.

(c) Applicants shall provide written permission for the board to visit the program site for the purpose of assessing the program's compliance with the requirements for board approval.

(d) Requests for approval of training programs shall be granted if the information submitted pursuant to Elec 306.01 (a)-(c) demonstrates that the program prepares candidates for licensure.

CHAPTER Elec 400 CONTINUED STATUS

PART Elec 401 RENEWAL

Elec 401.01 Renewal of Corporation/Partnership License. The annual renewal fee for a corporation or partnership license shall be \$125.00 due on the last day of the month of May.

Elec 401.02 Renewal. Licensees shall renew their license by the last day of their birth month, every 3 years.

Elec 401.03 Renewal of Master Electrician License. The 3-year renewal fee for a master electrician license shall be \$270.00 due on the last day of the licensee's birth month.

Elec 401.04 Renewal of Journeyman Electrician License. The 3-year renewal fee for a journeyman electrician license shall be \$150.00 due on the last day of the licensee's birth month.

Elec 401.05 Renewal of Apprentice Identification Card. The annual renewal fee for an apprentice identification card shall be \$30.00 due on the last day of the month in which the identification card expires.

Elec 401.06 Renewal of High/Medium Voltage Electrician License. The 3-year renewal fee for a high/medium voltage electrician license shall be \$270.00 due on the last day of the licensee's birth month.

Elec 401.07 High/Medium Voltage Trainee Identification Card. The annual renewal fee for a high/medium voltage trainee identification card shall be \$30.00 due on the last day of the trainee's birth month.

Elec 401.08 Late Fee. In addition to any renewal fee, the fee for any license that has expired for more than one month shall be \$50.00.

Elec 401.09 Renewal Application. The applicant shall supply the following information on the application form for license renewal:

- (a) The applicant's full name;
- (b) The applicant's employer's address and telephone number;
- (c) The applicant's home address, telephone number and e-mail address;
- (d) The applicant's employment status;
- (e) Whether the applicant has ever been convicted of any felony, that has not been annulled by a court pursuant to RSA 651:5 and if not annulled, the name of the court in which the conviction occurred, the details of the offense and the date of conviction and the sentence imposed.
- (f) A statement indicating any disciplinary or legal action brought against the applicant by any licensing/certification board or jurisdiction and if so a description of the incident;
- (g) Acknowledgement that, if the applicant provided false information that is discovered after the license is renewed, it shall be a basis for disciplinary action by the board; and
- (h) The applicant's signature and date.

Elec 401.10 Denial of Renewal.

- (a) Renewal shall be denied if, after notice and an opportunity for hearing, there is a finding of:
 - (1) Noncompliance with the continuing education requirements of Elec 403;
 - (2) Any act for which discipline shall be imposed under Elec 405;
 - (3) Reasons for which an initial application would have been denied; or
 - (4) Failure to furnish complete or accurate information on a renewal or license application.

PART Elec 402 LAPSE OF LICENSE

Elec 402.01 Time Limit.

(a) Any master or journeyman electrician whose license is not renewed within one year of the expiration date of the license shall:

- (1) Meet the requirements of this section and pass the relicensing examination set forth in Elec 304.01(e); or
- (2) Apply to take the master or journeyman examination, as determined by the expired license.

(b) The applicant shall submit the following:

- (1) The information set forth in Elec 301.04;
- (2) A statement of previous licensure including dates and license number; and
- (3) Proof of continuing education.

(c) A master or journeyman electrician whose license has lapsed over one year and up to 3 years from the expiration date of the license shall take a 15 hour course on the National Electrical Code as set forth in Elec 304.01(a).

(d) A master or journeyman electrician whose license has lapsed between 3 and 6 years from the expiration date of the license shall meet the requirement in (c) above, and:

- (1) Take a 45 hour course on the National Electrical Code as set forth in Elec 304.01(a); or
- (2) Show proof of working as an electrician, licensed as required, in another jurisdiction.

(e) A master or journeyman electrician whose license has lapsed between 6 and 10 years from the expiration date of the license shall meet the requirement in (c) above, and:

- (1) Take a 90 hour course on the National Electrical Code as set forth in Elec 304.01(a); or
- (2) Show proof of working as an electrician, licensed as required, in another jurisdiction.

(f) A master or journeyman electrician whose license has lapsed over 10 years from the date of expiration of the license shall meet the requirement in (c) above, and show proof of working as an electrician, licensed as required, in another jurisdiction.

Elec 402.02 Armed Forces Inactive Status.

(a) The board shall place a master or journeyman electrician on inactive status upon receipt of:

- (1) A written request; and
 - (2) Proof of service in the Armed Forces of the United States.
- (b) The board shall return a master or journeyman electrician to active status upon receipt of:
- (1) Payment of the renewal fee;
 - (2) Proof of completion of the current continuing education requirements; and
 - (3) Proof that the licensee has not been discharged from service in the Armed Forces of the United States for more than one year.

Elec 402.03 Reinstatement of Revoked License.

- (a) In order to reinstate a revoked license, a master or journeyman electrician shall, after the license has been revoked for 5 years, reapply and pass an examination for an initial license.
- (b) In order to reinstate a revoked license, a high/medium voltage electrician shall, after the license has been revoked for 5 years, reapply with proof of current certification by a state, federal, private or employer certification program approved by the board pursuant to Elec 306.

PART Elec 403 CONTINUING EDUCATION

Elec 403.01 Continuing Education for Licensees.

- (a) Each journeyman or master electrician shall obtain 15 hours of instruction on the following:
- (1) The changes to the new edition of NFPA 70, the National Electrical Code;
 - (2) RSA 319-C;
 - (3) These rules; and
 - (4) The most common deficiencies in electrical installations, as determined by the board.
- (b) The requirements in (a) above shall be completed within 12 months from January 1st of the year following the issuance of the new edition of NFPA 70, the National Electrical Code.
- (c) The 15 hours of instruction described in (a) above, shall be completed by a continuing education provider, who shall submit proof of completion to the board before a journeyman or master electrician license can be renewed.
- (d) Every code cycle, each continuing education provider shall furnish the board with the following:
- (1) The provider's resume;
 - (2) A copy of the provider's electrician license;
 - (3) If not licensed in New Hampshire, a certified letter from the licensing agency verifying that the provider has a valid license in good standing; and
 - (4) An application provided by the board, which shall include:
 - a. A course outline with the significant changes made in the instruction set forth in (a) above;

- b. Instructor's names, and a copy of their electrician licenses and resumes;
- c. Number of days and number of hours per day over which courses will be given;
- d. The location(s) of the courses;
- e. Types of audio and visual equipment utilized;
- f. A course curriculum, which shall include the name of the program or the course material utilized; and
- g. A certificate, which shall include:
 - 1. Provider's name, business address and telephone number;
 - 2. Year of the code change;
 - 3. Name and license number of the electrician completing the course;
 - 4. Date of code course completion;
 - 5. Number of hours provided in the course; and
 - 6. Provider's signature.

(e) The board shall approve courses and continuing education providers that meet the requirements of this section.

Elec 403.02 Continuing Education for Apprentices.

(a) Any apprentice with a current NH apprentice identification card who has completed the requirements set forth in Elec 303.01(c)(2) but has not achieved a journeyman electrician license before the fifth renewal of the apprentice identification card shall successfully complete 30 hours of classroom instruction as set forth in Elec 403.02(b) each year before the identification card shall be renewed. The 2 years of registration as an apprentice under Elec 303.01(d)(1), Elec 303.01(d)(2) and Elec 303.02(c) shall not count towards the 5 renewals.

(b) Education providers shall furnish the board, annually, with a course outline and instructor(s) qualifications, for supplemental education, which include:

- (1) Areas of deficiency identified by the board from the average of the most recent journeyman examination results;
- (2) Instructor's names and resumes;
- (3) Number of days and number of hours per day over which courses will be given;
- (4) The location(s) of the courses; and
- (5) The most common deficiencies in electrical installations, as determined by the board.

(c) The board shall approve courses and education providers that meet the requirements of this section.

PART Elec 404 GENERAL ADMINISTRATION

Elec 404.01 Change of Corporate Name or Status.

(a) Within 30 days of dissolution, the master electrician or the president, director or partner of the corporation or partnership, shall furnish the board with a copy of the dissolution forms filed with the NH secretary of state's office.

(b) Within 30 days of a change in the name of the corporation or partnership, the master electrician or the president, director or partner of the corporation or partnership shall furnish the board with a copy of the change of name form filed with the NH secretary of state's office.

Elec 404.02 Change in Master Electrician or High/Medium Voltage Electrician Responsible for a Corporation.

(a) Within 30 days of a change in the master electrician or high/medium voltage electrician responsible for the affairs of a corporation or partnership, the president, director or partner of the corporation or partnership shall furnish the following with the board:

(1) A letter on company letterhead that states the reason(s) for the change and the effective date of the change; and

(2) The corporation /partnership identification card and license issued by the board.

Elec 404.03 Change of Address. Within 30 days of a change of address, any licensee, apprentice or high/medium voltage trainee shall notify the board, in writing or through electronic communication, of the new address.

Elec 404.04 Compliance with Electrical Code. All electrical installations performed by licensees or those who have been issued apprentice or high/medium voltage trainee identification cards shall comply with the requirements of RSA 155-A:1, IV, as amended by the building code review board under RSA 155-A:10, V.

Elec 404.05 Supervision.

(a) Electrical and high/medium voltage power distribution system installations performed by an apprentice shall be directly supervised by a master or journeyman electrician at all times. A maximum of up to six master electricians present on the job site may each have 2 apprentices under their direct supervision in accordance with RSA 319-C:2 V. After reaching the maximum shown above per RSA 319-C:2 V, the ratio of apprentice to licensed electrician shall not exceed one to one at the job site.

(b) Electrical and high/medium voltage power distribution system installations performed by a journeyman electrician shall be periodically inspected by the master electrician from whom he receives direction and supervision. The master electrician shall perform a final inspection of the journeyman's completed installation.

(c) High/medium voltage power distribution system installations performed by a high/medium voltage trainee shall be directly supervised by a high/medium voltage, master or journeyman electrician at all times at the job site.

(d) Any licensee who fails to supervise as required by this section shall be subject to disciplinary action by the board.

(e) Electrical installations made by an apprentice or high/medium voltage trainee who has an expired apprentice or high/medium voltage trainee identification card shall be recorded in the apprentice or high/medium voltage trainee's file for the board's consideration when he/she applies for a license.

(f) Electrical installations made by an apprentice or high/medium voltage trainee without the direct supervision of a master, journeyman or high/medium voltage electrician shall be recorded in the apprentice or high/medium voltage trainee's file for the board's consideration when he/she applies for a license.

PART Elec 405 DISCIPLINARY ACTION

Elec 405.01 Unprofessional Conduct.

(a) Unprofessional conduct shall include but not be limited to the following:

- (1) Any violation of RSA 319-C:12, II;
- (2) Failure to comply with local requirements regulating electrical installations;
- (3) Negligent or willful acts that negatively affect the health or safety of employees or others;
- (4) Failure to cooperate with a board inspector or administrative investigation; or
- (5) Failure to comply with a sanction from the board.

Elec 405.02 Types of Disciplinary Action.

(a) A reprimand shall be a formal written reproof sent to the licensee.

(b) Limitation of certification shall require the licensee to report, on a monthly basis, the locations of his/her jobs in NH and a list of employees, if any, with his/her license or apprentice or high/medium voltage trainee ID numbers who are working on those jobs. The monthly report shall be submitted whether or not the licensee had jobs in NH during the reporting period.

(c) Restriction of certification shall include one of the following:

- (1) The down grading of a license from a master to a journeyman for a licensee upon a determination that misconduct has occurred;
- (2) The down grading of a license from a journeyman to an apprentice for a licensee upon a determination that misconduct has occurred; or
- (3) The down grading of a license from a high/medium voltage electrician to a high/medium voltage trainee for a licensee upon a determination that misconduct has occurred.

(d) Suspension of certification shall be a temporary loss of license.

(e) Revocation of certification shall be a permanent loss of license.

(f) A program of continuing education shall be required when there is lack of knowledge in a specific area.

Elec 405.03 Procedure for Disciplinary Action.

(a) Disciplinary action against any license shall occur only after an administrative hearing before the board in accordance with the requirements of Elec 200.

(b) After a hearing, if a finding is made by the board that misconduct has occurred, the board shall impose one or more of the disciplinary actions set forth in Elec 405.02.

(c) For the purposes of determining the length of a suspension pursuant to Elec 405.02 (d), the board shall impose the following:

- (1) For a first offense, up to a 6 month suspension, with all or a portion deferred for one year, with the limitation set forth in Elec 405.02 (b);
- (2) For a second offense, up to a one year suspension, with all or a portion deferred for 2 years, with the limitation set forth in Elec 405.02 (b); and
- (3) For a third offense, between a 2 and a 5 year suspension, with all or a portion deferred for 2 years, with the limitation set forth in Elec 405.02 (b).

(d) For an electrical licensee's failure to comply with Elec 404.04, the board shall impose the following:

- (1) For a first offense, up to 48 hours of schooling on the current national electrical code, in the area where he/she is deficient;
- (2) For a second offense, up to 96 hours of schooling on the current national electrical code, in the area where he/she is deficient; and
- (3) For a third offense, up to a 5 year suspension and up to 144 hours of schooling on the current national electrical code, in the area where he/she is deficient.

(e) If the license suspension pursuant to Elec 405.03 (c) or (d) exceeds the remaining license period by less than one year, the license shall be renewed pursuant to Elec 401.02.

(f) If the license suspension pursuant to Elec 405.03 (c) or (d) exceeds the remaining license period by one year or more, the licensee shall meet the requirements of Elec 402.01 before license renewal shall be granted.

(g) For the purposes of determining disciplinary action, multiple licensing or registration offenses that occur on one job site or in one incident shall be considered separate offenses.

(h) If misconduct occurs during a period of deferred time, a hearing shall be conducted by the board to determine if the period of deferred time shall be imposed, in addition to any disciplinary action taken by the board on the misconduct that occurred during that period.

(i) In accordance with RSA 319-C:12, IV, the board shall not consider disciplinary action more than 7 years after the final decision in any future disciplinary proceeding concerning the same licensee.

(j) In imposing sanctions, the board shall consider the following mitigating factors in reducing a sanction:

- (1) The licensee's acknowledgment of his/her wrongdoing;
- (2) The licensee's willingness to cooperate with the investigation and the board;
- (3) Whether the licensee has committed prior offenses; and
- (4) The lack of severity of the offense.

(k) In imposing sanctions, the board shall consider the following aggravating factors in increasing a sanction:

- (1) The creation of a hazard or failure to correct a known hazard to public safety by the licensee;
- (2) The licensee's lack of cooperation with the board's inspector(s) to correct the problem;
- (3) The licensee's lack of cooperation with the investigation or the board;

- (4) The licensee has committed one or more prior offenses; and
- (5) The severity of the offense.